



Framework and Outline for 8 Meetings of the Community Engagement Task Force

Task Force Members

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Section I: Purpose and Values

Meeting 1	Dec. 1st, 2016	6:30 pm – 8:00 pm	Completed
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The task force was created by the Raleigh City Council to provide recommendations on community engagement.

At the first meeting, the task force came to consensus that their task is to be open and creative to all options on how citizens can give feedback to their government and receive information from their city. The task force is open to “blue sky”.

Meeting 2	Jan 3rd, 2017	2pm – 3:30 pm	Values
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Meeting two builds on the purpose set forth by the task force to be open to “blue sky” as well as the initial conversations on values during meeting one.

Focus question for meeting 2

For community engagement in the City of Raleigh: What values do you think are important?

Section II How can the values central to community engagement, that the task force identified, be best addressed?

Meeting 3	Jan 5th, 2017	2pm –3:30 pm	Current CAC System
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In order to make informed decisions based on their values, the task force stated the need to review data related to the Citizens Advisory Councils (CACs). This data includes but is not limited to:

1. History of past City of Raleigh task forces that reviewed CAC’s and citizen engagement.
2. Access to any reports that have relevance to past task forces.
3. Any statistics and trend information on CAC participation.





4. The Community Development and Parks, Recreation, Arts, and Cultural Resources Citizen Participation Plan.

Presentations

Focus questions for meeting 3

1. *What are possible benefits of the current system?*
2. *What are possible difficulties or problems of the current system?*
3. *How do the answers to questions 1 and 2 relate to our values?*

Meeting 4 Jan. 16th, 2017 6pm – 7:30 pm Alternatives

In order to make informed decisions based on their values, the task force stated the need to review the alternatives. The task force requested that citizen engagement systems and methods from other cities be discussed.

Focus questions for meeting 4

1. *What are possible benefits of alternative systems?*
2. *What are possible difficulties or problems of alternative systems?*
3. *How do the answers to questions 1 and 2 relate to our values?*

Meeting 5 Jan. 30th, 2017 6pm—7:30 pm Possibilities, Options

Starting with “blue sky” and based on values identified:

Focus questions for meeting 5

1. *How can the values central to community engagement, that the task force identified, be best addressed?*
2. *What are the possibilities?*
3. *What are some options for moving forward with an idea or from an idea?*

Section III Create Recommendations

Meeting 6 Feb 16th, 2017 2pm –3:30 pm Identifying Priorities

Based on the purpose and values identified as well as the possibilities and ideas developed on community engagement:

Focus question for meeting 6



What are the priorities the task force recommends to the Raleigh City Council to address community engagement? (perhaps 3 or 4 priorities).

Meeting 7	Feb. 23 rd , 2017	2pm – 3:30 pm	Recommendations
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Develop recommendations based on the priorities established in meeting 6.

After meeting 7: The Aycock Group prepares Draft Recommendations of The Task Force document.

Meeting 8	Feb.28th, 2017	4pm – 5:30 pm	Finalize
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1. Review draft recommendations.
2. Finalize recommendations.

After meeting 8: The Aycock Group creates the final document: The Community Engagement Task Force Recommendations to the Raleigh City Council.

March 6, 2017 **Final Document Completed**

Chris Aycock, of The Aycock Group, will act as the facilitator for the task force meetings and process, prepare documents and create the final recommendations report.

The Aycock Group prepared this framework and outline. It is based on the charge of the Raleigh City Council and the purpose the task force developed in their first meeting.

This framework and outline also integrates *Six Thinking Hats* by Edward de Bono, *The Skilled Facilitator approach* by Roger Schwarz and Associates, Inc., *Technology of Participation* by The Institute of Cultural Affairs, comparable work by the UNC School of Government, and similar previous work completed by The Aycock Group.

